

Message Text

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FM SECSTATE WASHDC

TO AMEMBASSY MOSCOW PRIORITY

C O N F I D E N T I A L STATE 057398

LIMDIS

E.O. 11652: GDS

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECVISIT - ADMIN. ARRANGEMENTS

REF: STATE 056464

FOLLOWING ARE THE INSTRUCTIONS FOR FUNDING THE SECRETARY'S
VISIT REFERRED TO IN PARAGRAPH 8 REFTTEL:

1. STATE WILL PAY ALL COSTS FOR FOLLOWING MEMBERS OF
PARTY:

SECRETARY KISSINGER

MR. HARTMAN

MR. HYLAND

MR. MAW

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MR. SONNENFELDT

CHARGE APPROPRIATION 1940522 ALLOTMENT 4K-1001-7.

2. STATE WILL ALSO PAY FOLLOWING EXPENSES:

(A) MEAL COSTS OF MSGS OR LOCAL EMPLOYEES WORKING SHIFTS OF OVER 8 HOURS.

(B) ANY REPRESENTATION FUNCTIONS HOSTED BY THE SECRETARY.

CHARGE APPROPRIATION 1940522 ALLTOMENT 4K-1001-7.

3. STATE WILL PAY HOTEL ROOM COSTS INCLUDING SERVICE CHARGES AND TAXES FOR ALL OTHER STATE PERSONNEL TRAVELLING ON SECRETARY'S AIRCRAFT. IN ADDITION, STATE WILL PAY HOTEL ROOM COSTS INCLUDING SERVICE CHARGES AND TAXES FOR STATE ADVANCE PARTIES CONSISTING OF SECRETARIAT (S/S) AND SECURITY (A/SY) PERSONNEL. THESE PERSONNEL WILL BE DESIGNATED IN A SEPTEL. THESE STATE MEMBERS WILL PERSONALLY PAY FOR ALL OTHER CHARGES ON THE HOTEL BILL INCLUDING MEALS, LAUNDRY, BEVERAGES, ETC. POSTS SHOULD INSTRUCT HOTEL IN ADVANCE TO PREPARE (A) FOLIOS FOR THE COST OF THE ROOMS FOR PAYMENT BY THE POST AND (B) SEPARATE FOLIOS FOR PERSONAL PAYMENT BY INDIVIDUAL TRAVELLERS PRIOR TO DEPARTURE.

FOR (A) CHARGE APPROPRIATION 1940113, ALLOTMENT 1001, OBLIGATION 400681, OBJECT 2589.

4. IN ADDITION TO ABOVE, STATE WILL PAY RENTAL COSTS OF ROOMS FOR:

(A) VISITORS' CONTROL ROOM

(B) PRESS ROOM

POSTS MUST INSURE THAT NO HOTEL ROOM SERVICE CHARGES ARE MADE TO THE ABOVE OFFICE ROOMS WITHOUT THE SPECIFIC APPROVAL OF THE TRIP CONTACT OFFICER.

CHARGE APPROPRIATION 1940113, ALLOTMENT 1001, OBLIGATION 400681, OBJECT 2589.

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5. N.S.C. STAFF TO BE HANDLED AS STATE TRAVELLERS IN 3 ABOVE.

CHARGE APPROPRIATION 1940113, ALLOTMENT 2034.

6. U.S. SECRET SERVICE PERSONNEL ARE TO BE HANDLED AS STATE TRAVELLERS IN PARAGRAPH 3 ABOVE. IN ADDITION,

RENTAL CARS FOR THE USSS AND OTHER SERVICES IF REQUIRED AND APPROVED BY THE AGENT IN CHARGE SHOULD BE PAID.

7. WHCA PERSONNEL WILL PAY THEIR OWN HOTEL BILLS. IN EVENT THEY RENT HOTEL SPACE FOR OFFICIAL PURPOSES AND WHCA TRIP OFFICER AUTHORIZES THE EXPENDITURE IT MAY BE CHARGED TO APPROPRIATION 1940113, ALLOTMENT 2034. THE LATTER ALSO APPLIES TO VEHICLE RENTALS FOR WHCA.

8. VOUCHERS FOR ALL EXPENSES (PARAGRAPHS 1 AND 2 ABOVE) CHARGES TO STATE APPROPRIATION 1940522, ALLOTMENT 4K-1001-7, SHOULD BE CLASSIFIED "CONFIDENTIAL (PURSUANT

TO 31 USC, SECTION 105-RS291)". ONE COPY EACH OF ALL PAID BILLS SHOULD BE FORWARDED TO S/S-EX, ATTN.: MR. ROBERT M. MILLER. THIS IS IN ADDITION TO THE REQUIREMENTS FOR REPORTING EXPENDITURE UNDER FS-477 PROCEDURES.

9. FOR ALL HOTEL ROOM EXPENSES (PARAGRAPHS 3 AND 4 ABOVE) CHARGED TO STATE APPROPRIATION 1940113, ALLOTMENT 1001, OBLIGATION 400681, OBJECT 2589, COPIES OF ALL OBLIGATING DOCUMENTS (PURCHASE ORDERS, CONTRACTS, ETC.) TOGETHER WITH ONE COPY EACH OF PAID BILLS FOR EACH INDIVIDUAL SHOULD BE FORWARDED TO S/S-EX, ATTN.: MR. ROBERT M. MILLER. THIS IS IN ADDITION TO THE REQUIREMENTS FOR REPORTING EXPENDITURES UNDER FS-477 PROCEDURES.

10. FOR ALL CHARGES (PARAGRAPHS 5, 6 AND 7 ABOVE) TO STATE APPROPRIATION 1940113, ALLOTMENT 2034 THREE SEPARATE FS-477S (FOR NSC, USSS, AND WHCA) EACH SUPPORTED BY PAID BILLS SHOULD BE SENT TO DEPARTMENT, ATTN.: MR. KEN DAY, BF/FS.

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11. REGIONAL BUREAUS WILL ISSUE ORDERS AND FUND ANY COSTS FOR TDY EMPLOYEES DETAILED TO POST TO SUPPORT VISIT.

12. POST WILL FUND ALL OVERTIME COSTS (AMERICAN AND LOCAL), PRINTING, RENTALS, SUPPLIES, VEHICLE RENTALS OR OTHER RELATED EXPENSES.

13. PARTY WILL NOT PAY MEAL COSTS FOR AMERICAN EMPLOYEES WORKING IN CONTROL ROOM.

14. PRESS WILL PAY THEIR OWN BILLS.

ANY QUESTIONS REGARDING FUNDING INSTRUCTIONS SHOULD BE SENT TO S/S-EX, MR. ROBERT M. MILLER. KISSINGER

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